

**CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT**

201 Delafield Street, Waukesha WI 53188
City Hall Room 104
Tel: (262) 524-3550 Fax: (262) 524-3888
Website: www.waukesha-wi.gov
Email: clerktreas@ci.waukesha.wi.us

STREET CLOSING & SPECIAL EVENT PERMIT APPLICATION

(Parking lanes, sidewalks, municipal parking lots, or trails)

- A Special Event fee is required in addition to a street closing fee for most events, except: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.
- Partial closures may not require a permit (parking lanes, sidewalks, or trails).
- Application must be submitted to the Clerk's Office no less than 20 days before and no more than 270 days before the date of the proposed event.
- Applications may not be amended after filing application 6.185(5).
- Special events may not operate between the hours of 10:00 p.m. and 6:00 a.m.
- A clear, 15-foot path must be maintained at all times in closed streets of emergency vehicle access.
- Waukesha Municipal Code 6.17 & 6.18 regulates street closures. Please visit the City website www.waukesha-wi.gov to view the municipal code book.

→ Are you an owner or tenant of property adjacent to your requested closure? ☒ Yes ☐ No

If you answered "No" to the above question, you will need your alderperson to endorse this application – see below

Alderson Approval

Name of Alderson N/A Aldermanic District _____

I hereby endorse this Street Closing Application per sec. 6.17 of the Municipal Code.

☒ Signature N/A Date _____

Applicant Information

Applicant's Name Castle Hart LLC
Organization/Business (if any) House of Guinness
Phone Number 262-424-4065 Email CastlehartLLC@gmail.com
Address (include city/zip) 1009 Lynne Dr. Waukesha, WI 53186 / 354 W. Main Street. Waukesha, WI 53186

Event Information

Name of Event ST. PATRICK'S Day Celebration Repeat Event? ☒ Yes ☐ No
Purpose of Event (to include detailed description of event) Celebrate The ST. PATRICK'S Day Holiday

Event website (if any) N/A
Date(s) of Proposed Event 3/17/2021 Day(s) of the week Wednesday
Time event will assemble 6:00 AM Time event will begin 8:00 AM
Time event will end 9:00 pm Time event will disband 11:00 pm
Name of contact person on day of event Keith M. Kucharski Cell 262-424-4065

AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

4 parking spaces directly behind House of Guinness, and the 12 adjoining spaces located in the Clinton Street parking lot.

Continue area of street to be closed (if needed) _____

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) Less Than 200 yds

Number of Barricades Needed 9

Will this event include: Music? ☒ Yes ☐ No Vehicles? ☐ Yes ☒ No Animals? ☐ Yes ☒ No

If yes, please explain: Music Played Through Speakers in The Outdoor area

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400) 200

Attendance estimate based on? Past Years of The Event.

Fees

The following street closing & special event fees shall be paid when filing the applications, per application, and shall not be refundable.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
*Late Fee (if filed less than 45 days before event)	\$50.00

PLUS →
(if applicable -
see note below)

SPECIAL EVENT:	AMOUNT
Between 1 – 1,000 attendees	\$50.00
Between 1,001 – 2,000 attendees	\$150.00
Between 2,001 – 5,000 attendees	\$350.00
Greater than 5,000 attendees	\$550.00
*Late Fee (if filed less than 45 days before event)	\$50.00

Please note: A Special Event fee is required in addition to a street closing fee for most events, EXCEPT: parades and demonstrations as defined in sec. 6.16, Block Parties as defined in sec. 8.115, or uses by educational institutions located within the City of Waukesha during which no more than 400 persons will be on the closed public right-of-way at any given time.

Municipal Code 6.18 – Special Event Regulations

(13) **Damage to City Property, Reimbursement of Costs.** The applicant shall reimburse the City for all damage to City property occurring during the Special Event, and all cost of clean-up incurred by the City as a result of the Special Event.

Initials HW

(14) **Indemnification, Release of Liability.** The applicant shall execute, as part of the application, a contract indemnifying and holding the City harmless from any and all liabilities arising from Applicant's acts or omissions in conducting the Special Event, in a form approved by the City Attorney.

Initials HW

(15) **General Regulations**

(c) Special Events shall be open for admission to all members of the public, but may charge an entry fee.

Initials HW

(d) Sound levels generated by the Special Event shall not exceed a level which unreasonably disturbs the peace and quiet of residents in the vicinity of the Special Event, taking all circumstances into consideration.

Initials HW

(e) The Applicant shall collect and properly dispose of all waste and debris generated by the Special Event, and return all Public Rights of Way to their prior condition, no later than 2 hours after the end of the Special Event, at the Applicant's sole expense.

Initials HW

(f) Special Events are at all times subject to cancellation or modification due to emergencies or if the public safety requires, in the City's sole discretion.

Initials HW

(i) Permits may be revoked if the applicant fails to comply with any conditions placed on the permit, the requirements of this section, or any other applicable laws.

Initials HW

Municipal Code 6.18(16) – Additional Items Provided with Application

(16) **Additional Regulations for Large Special Events.** Special Events at which it is reasonably expected that more than 400 people will be present on Public Rights of Way at any given time shall be subject to the following regulations, in addition to the General Regulations in subsection (15):

(a) **Insurance.** The Applicant shall obtain, at Applicant's sole expense, a policy of public liability insurance from an insurer licensed to issue policies in the State of Wisconsin, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, with an endorsement naming the City of Waukesha as an additional insured and loss payee. The Applicant shall file with the City Clerk a

- (iv) Depending on circumstances, the City may require that additional sanitation, health, safety and security measures be provided by the Applicant. All additional measures shall be provided at the Applicant's sole expense.
- (v) Applicant shall indemnify the City from, and shall reimburse the City for, all expenses incurred by the City in providing necessary health, safety and security services that are the responsibility of the Applicant under this Section.

Applicant Signature

I hereby make an application for a Street Closing Permit & Special Event as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws. I also acknowledge Ordinance 11.27 which prohibits drinking on public streets.

Print Name Keith M. KucharSKI

☒ Signature *Keith M. KucharSKI* Date 12/18/2020

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office _____ Clerk's Initials _____

☐ Map provided ☐ Amount Due _____ Date Paid: _____

Posting:

☐ Date posted on Bulletin Board _____ ☐ Date posted on Website _____

Department Routing:

☐ Police _____ ☐ Fire _____ ☐ Engineering _____ ☐ Transit _____ ☐ WPRF _____ ☐ Attorney _____

☐ Approved ☐ Denied Clerk Processing Permit _____ Date _____

Municipal Lot Closure:

☐ Building & Grounds Committee Approval _____ ☐ Council Approval _____

MISC NOTES: _____

House Of Guinness Extension of Premises:
We propose the following for the requested space.

- Barricades / Fencing to enclose the 16 parking spots requested.
This area will have a single entry point monitored by one of our staff.
- A 20'x20' tented area for the event in case of inclement weather.
- Additional space outside the tented area for seating.
- A service station for the sale and distribution of drinks run by our staff and volunteers.

House of Guinness

Extension of Premises for

St. Patrick's Day 03/17/2021

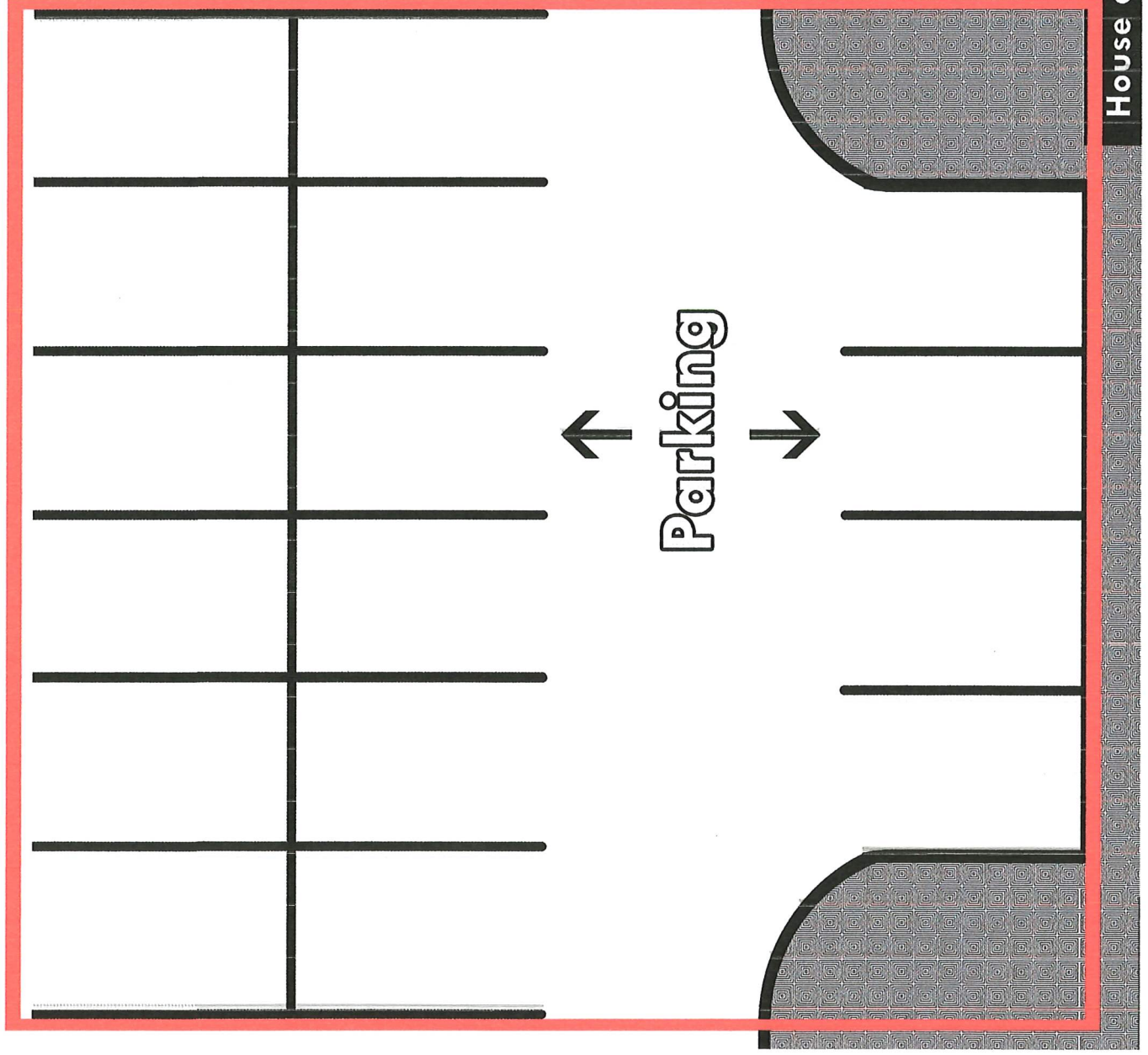
Proposed Extension Area:

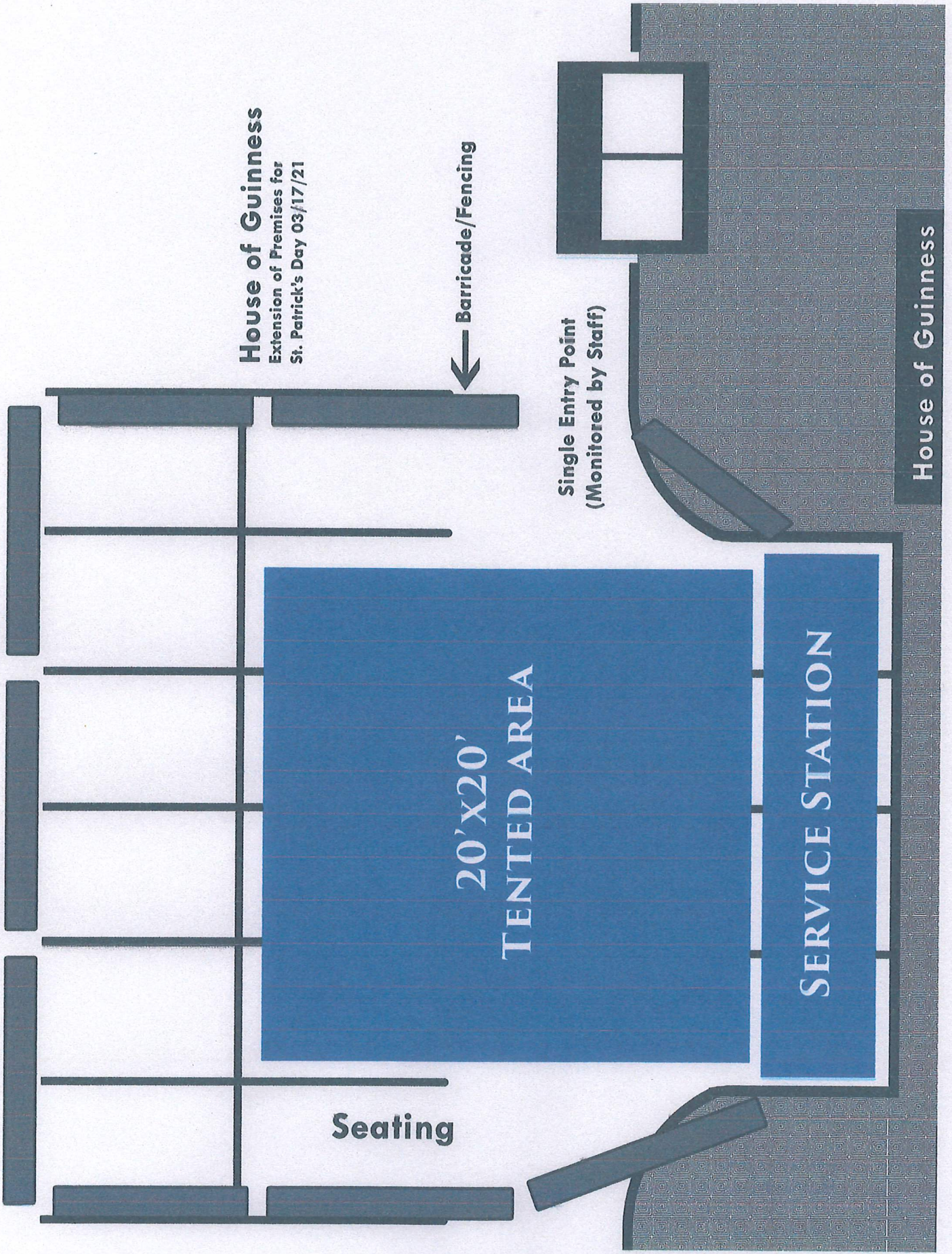
4 parking spaces directly behind

House of Guinness and the 12

adjoining spaces located in the

Clinton street parking lot.





House of Guinness
Extension of Premises for
St. Patrick's Day 03/17/21

← **Barricade/Fencing**

Single Entry Point
(Monitored by Staff)

20'X20'
TENTED AREA

Seating

SERVICE STATION

House of Guinness

